

## **Instructions for Completion of the Owners Certification and Attachment A**

In order to be acceptable as documentation of corrective actions, the following conditions must be met regarding the Owner's Certification and Attachment A:

1. Each Owner's Certification must be accompanied by a completed and signed Attachment A.
2. The Attachment A form must identify each violation and must include **all** of the areas for which violations were identified on the Physical Inspection Report.
3. The Owner or an authorized representative of the Owner of the development must sign the Owner's Certification and Attachment A.
4. The Owner's Certification must be typed or copied onto the owner's letterhead or the letterhead of the owner's authorized representative.
5. EH&S items (life-threatening) must be resolved as soon as possible but no later than 3 business days. An Owner's Certification and Attachment A documenting the completion dates of these items must be submitted no later than three working days after the inspection date.
6. Level 3 and H & S items (Non-Life Threatening): Must be corrected and an Owner's Certification and Attachment A submitted no later than 30 days after the date the inspection report was issued (cover letter date).
7. Items that are not required to be completed by the initial 30-day response deadline (i.e. L1, L2, & M) must be reported in Attachment A in the column titled "*Planned Corrective Actions **To Be Taken**/Date*". The owner's "planned" corrective actions and "planned" completion dates must both be listed.
8. When items previously reported as "not corrected" (see #7) are subsequently corrected, an additional Owners Certification and Attachment A must be submitted. The corrective actions taken and actual completion dates must be listed in the column titled "*Completed Corrective Actions Taken/Date*".
9. Attachment A forms must include a submission number in the appropriate field at the top of the form and the submission numbers should be consecutive. (i.e. the first Attachment A submitted is submission #1, the second is Submission #2, etc.)
10. Areas in which deficiencies were identified must meet UPCS standards at the time of execution of the certification.
11. MSHDA or (*Inspection Company Name*), may request supplemental documentation (e.g. work orders, receipts, photographs, etc.). The owner will be contacted if supplemental documentation is deemed necessary after reviewing the Owner's Certification.
12. In addition to the Owner's Certification, MSHDA may require a reinspection of all or a portion of the development. The management agent/owner will be contacted if reinspection is deemed to be necessary.
13. **Original Owner Certifications and Attachments must be sent to MSHDA Compliance.** Copies of these documents must be sent to the inspector/inspection company that conducted the physical inspection and to the MSHDA Asset Manager (if applicable).